**Enhancing Education Through Technology
(Title II Part D)
Tennessee**

EdTech LAUNCH I

APPLICATION FORMS

FORM 1 - Electronic Notification of Intent

Enhancing Education Through Technology
Competitive Award: EdTech LAUNCH I

Applicant System:

ELECTRONIC NOTIFICATION OF INTENT

NAME OF LEA:	

SYSTEM/SCHOOL CONTACT INFORMATION:

Name of Director of Schools:	
Email address* of Director of Schools:	
Street:	
City:	
ZIP:	
Phone:	
Fax:	
Web Address:	Http://

Name of individual completing this form:	
Email address* of individual submitting this form:	
Date of e-mail submitting form:	

*Entries using invalid email addresses will not be processed.

Enhancing Education Through Technology Competitive Grants
NOTE: An LEA may apply for no more than four EdTech competitive grants. Non-publics are not eligible to apply in this category.

The individual completing this form is authorized by the Director of Schools to submit this Notification of Intent. The LEA herein named hereby notifies the Tennessee Department of Education that it intends to submit competitive EdTech LAUNCH I grant applications from each of the following named schools:

School # 1	*School #2*	*School # 3*	*School #4*
School No.:	School No.:	School No.:	School No.:
NAME:	NAME:	NAME:	NAME:

The LEA shall complete only ONE Electronic Notification of Intent. The single Notification shall identify each school from whom a separate application is authorized to be submitted.

NOTE: This form must be submitted electronically by Word e-mail attachment to Jerry.Bates@state.tn.us by 4:00 p.m. CST, December 2, 2002.

Date e-mailed form received/by:	

FORM 2 - Application Cover Sheet

Enhancing Education Through Technology: *EdTech* LAUNCH I
Competitive Award Application Cover Sheet (FORM 2)

<table>
<tr>
<td colspan="2">

1. **Name of Legal Applicant** (LEA that will serve as the Fiscal Agent):

</td>
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2. **Director of Schools**
   Name:

   Address:

   Telephone:

   Fax:

   Email (must be valid email address):

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3. **EDTECH Grant/Project Coordinator**
   Name:

   Address:

   Telephone:

   Fax:

   Email (must be valid email address):

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4. Check one: ☐ High-need LEA   ☐ Eligible local partnership
5. Describe how you meet the definition for either high need LEA or eligible local partnership.

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6. **Target School Principal**
   Name:

   Address:

   Telephone:

   Fax:

   Email (must be valid email address):

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7. Number of **Students in LEA:**

</td>
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8. Number of **Students in Target School:**

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9. **Amount** of Grant Funding Requested:
   $

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10. Check as many as apply to the applicant school:

☐	Poverty
☐	High need for technology
☐	In improvement or On notice (state list)

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11. Partners: Names of other institutions or LEAs participating in this application. Include contact person's name and email address for each participating institution or LEA.

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<tr>
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12. Describe how the applicant <u>school</u> meets the definitions for poverty, high-need, and/or improvement/notice.

</td>
</tr>
</table>

13. STaR Chart Levels of Progress	Teaching & Learning	Educator Preparation and Development	Administration and Support Services	Infrastructure for Technology

FORM 3 - Assurances

Please read carefully. Your signature is testimony that the following assurances are implemented in your school/district as a condition of accepting funds through the Enhancing Education Through Technology Competitive grant.

I confirm that:

1. No Federal appropriated funds will be paid, by or on behalf of the local education agency, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, loan, or cooperative agreement.

2. The local education agency certifies that it will maintain a drug free workplace and will comply with the provision of the Drug Free Workplace Act of 1988.

3. The local education agency certifies that neither it nor its principal officials is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

4. No person on the grounds of handicap, disability, age, race, color, religion, sex, national origin, or any other classification, protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the activities that may be funded by this program or in the employment practices of the local education agency.

5. The local education agency will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds that may be paid to the agency for this program.

6. The system/school will be accountable for the accurate tracking and inventorying of all equipment and software purchased with these funds

7. All program requirements of Enhancing Education Through Technology: No Child Left Behind Title II Part D, will be met.

8. The local education agency will comply with all other applicable Federal and State laws and regulations in the performance of this program.

9. A planning committee (**which included classroom teachers, non-public system representatives, and parents**) was involved in the development of this application, and a consensus was reached regarding priorities for 2002-2004.

10. A new, LEA-certified Technology Plan aligned with the current State Board plan for the applying system/school has been submitted or the option for submitting it to Tennessee Office of Applied School Technology no later than April 30, 2003 is included with the grant application.

11. An active Internet connection (**not just wiring**) currently exists in *every school of the submitting system*. An absolute priority for these funds is to **complete Internet connectivity in all schools and classrooms**.

12. Policies pertaining to the ethical, legal, and appropriate use of software and the Internet are in place and enforced in all schools in the system. This includes an Acceptable Use Policy for every school, as well as compliance with CIPA (which states that policies adopted by a governing authority of a public elementary or secondary school shall include the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful material).

13. **Each** school in the system completed the School Technology and Readiness Survey (STaR Chart) requested by the state during June/July *of 2002*; each school likewise has completed the E-TOTE online data collection process that includes the STaR Chart and other technology inventory items when available in December-January 2002-3.

14. Electrical wiring needs have been identified and addressed in the school(s) that will be utilizing these funds.

15. The funds will only be utilized in the school(s) identified in this application, and all of the designated schools have developed and have on file written plans for technology which are aligned with the LEA technology plan. All such plans can be viewed at any time by state personnel.

16. Any equipment and software purchased and salaries or stipends provided will supplement, not supplant, the level of services that would have been provided in the absence of monies received from this fund.

17. Hardware and software will only be placed in classrooms or other educational settings with trained individuals or with individuals who are receiving training.

Continuing . . .

FORM 3 - *Assurances* (continuing)

Please read carefully. Your signature is testimony that the following assurances are implemented in your school/district as a condition of accepting funds through the Enhancing Education Through Technology Competitive grant.

18. The system/school will be accountable for the evaluation of all activities outlined in the performance indicators in this application.

19. The LEA assures the Tennessee Department of Education that the district conducted a needs assessment and based all relevant elements in this application upon the needs assessment.

20. The LEA assures that representatives of eligible private schools within the school district have engaged in meaningful consultation with the district in the development of this application and in determining the allocation of funds that support services to eligible private school students. The applicant agency will maintain records, which document private involvement and impact of programs at private sites. **All private schools have been given an invitation to participate in programs for which they are eligible.**

21. The LEA assures that services, materials, and equipment provided to private school students will be secular, neutral, and non-ideological in nature.

22. The LEA will submit a project completion report 90 days after the ending date of the grant.

23. The LEA assures that sufficient information will be provided to the Tennessee Department of Education to enable the state to comply with the provisions of the No Child Left Behind Act of 2001.

24. The LEA assures that the district will account for the need for equitable access to, and equitable participation, in all programs for students, teachers, administrators, and other program beneficiaries. Further, the LEA will address barriers that impede equitable access and participation, including barriers related to sex, race, color, national origin, disability, and age.

25. The LEA assures that full-time technology coach will serve as a technology coach for the grantee school and that the grant-funded coach will be full-time for the 2003-4 academic year and will be available during summer 2003 and 2004 for project work as outlined in the project proposal. The LEA further assures that it will fund the coach at full-time basis for 2004-5 academic year and at least half-time for 2005-6 out of district funds.

I am authorized to sign and submit this application on behalf of the system/school and agree to all assurances listed above and on the first page of the assurances attached hereto:

Signature of District Director of Schools   Date

Typed name of District Director of Schools   School District Name

Applicant School/System:

PROJECT ABSTRACT: (250 Word Limit)
Provide a clear, concise description of the proposal. The description should include a statement of the overall intent of this grant's funds, goals of the proposal, design to accomplish those goals, curriculum and grade level targets, etc. This description should give a snapshot of what this grant's funds will be used for in the school. This abstract will be shared with policymakers, the media, and evaluation consultants.

CONTEXTUAL BACKGROUND: (250 Word Limit)
Provide the reviewer with an understanding of the context for your proposal. It should speak to the needs of the applicant's district/school and the resources currently available to support the work of the proposal. The applicant should also include what has been previously accomplished with technology grant funding and demonstrate effective and successful use of previous technology awards.

	Applicant School/System:

Performance Goal 1: Student achievement, including technology literacy, of all students is improved through the use of technology

Performance Indicator 1.1 The percentage of students that meet or exceed grade appropriate state standards for student literacy in technology.

	Performance Target 1.1 *The percentage of students that meet or exceed grade appropriate state standards for student literacy in technology will increase from a baseline of <TBD>% in <insert baseline school year>, to <insert number>% in <insert school year>, to <insert number>% in <insert school year>.*
	Describe data source, collection method, and timeline for collecting data on above target:

Performance Indicator 1.2

	Performance Target 1.2
	Describe data source, collection method, and timeline for collecting data on above target:

Performance Indicator 1.3

	Performance Target 1.3
	Describe data source, collection method, and timeline for collecting data on above target:

	Performance Goal 2: Teachers effectively use technology and research-based practices to support student learning

	Performance Indicator 2.1 The percentage of teachers qualified to use technology for instruction.
	Performance Target 2.1 *The percentage of teachers who are qualified to use technology for instruction will increase from the baseline of <insert number>% in 2001-2002, to <insert number>% in 2002-2003, to <insert number>% in 2003-2004.*
	Describe data source, collection method, and timeline for collecting data on above target:

	Performance Indicator 2.2
	Performance Target 2.2
	Describe data source, collection method, and timeline for collecting data on above target:

	Performance Indicator 2.3
	Performance Target 2.3
	Describe data source, collection method, and timeline for collecting data on above target:

Performance Goal 3: Technology is integrated throughout the curriculum	

Performance Indicator 3.1 The number of schools in which all students are able to work from a networked computer.	
	Performance Target 3.1 *The number of schools in which all students are able to work from a networked computers will increase from the baseline of <TBD> in <insert baseline school year>, to <insert number> in <insert school year>, to <insert number> in <insert school year>.*
	Describe data source, collection method, and timeline for collecting data on above target:

Performance Indicator 3.2	
	Performance Target 3.2
	Describe data source, collection method, and timeline for collecting data on above target:

Performance Indicator 3.3	
	Performance Target 3.3
	Describe data source, collection method, and timeline for collecting data on above target:

Performance Goal [ ]:	

Performance Indicator [ ].1	

	Performance Target [ ].1 _____ _will increase from the baseline of <TBD> in <insert baseline school year>, to <insert number> in <insert school year>, to <insert number> in <insert school year>._
	Describe data source, collection method, and timeline for collecting data on above target:

Performance Indicator [ ].2	

	Performance Target [ ].2
	Describe data source, collection method, and timeline for collecting data on above target:

Performance Indicator [ ].3	

	Performance Target [ ].3
	Describe data source, collection method, and timeline for collecting data on above target:

FORM 6 - Strategies Chart
Enhancing Education Through Technology Competitive Grant
EdTech LAUNCH I

Describe the specific strategies and actions that will be implemented to achieve the goals and target indicators described in the previous section. Your plan of action should include one or more actions in each of the categories below. In addition to describing the strategy, provide a timeframe for implementation of the action and specify the performance indicator(s) that this particular action supports. (For Performance Indicator, reference the indicators using the numbers assigned in the previous section.)

Strategy or Action	Timeline	Performance Indicator
Strategies to increase access to computers and internet connectivity	Timeline	Performance Indicator

Strategies to provide ongoing professional development for teachers, principals, administrators, school library personnel	Timeline	Performance Indicator

Strategies to improve student achievement, including technology literacy	Timeline	Performance Indicator

Strategies to ensure integration of technology into curriculum and instruction	Timeline	Performance Indicator

Strategies to ensure the effective use of technology to promote parental involvement and increase communication with parents	Timeline	Performance Indicator

Other Strategies	Timeline	Performance Indicator

FORM 7 - *Description of Technologies to be Acquired*

Enhancing Education Through Technology Competitive Grant
EdTech LAUNCH I

Applicant School/System:

Provide a complete list and description of the type and costs of technologies to be acquired under this application, including <u>services</u>, <u>software</u>, and <u>digital curricula</u>, and including specific provisions for interoperability among components of such technologies. Include a brief narrative justification for each item to explain why the item needs to be acquired.

ITEM	DESCRIPTION with NARRATIVE JUSTIFICATION	COST

(add additional rows as needed)

Describe specific provisions for interoperability among components of such technologies purchased: (100 Word Limit)

FORM 8 - Convergence of Resources and Involvement of Non-publics

Enhancing Education Through Technology Competitive Grant
EdTech LAUNCH I

Convergence of Resources: Provide a description of how you coordinate activities carried out with funds provided under this grant with technology-related activities carried out with funds available under other Federal, State, and local sources. Include a description of support resources (such as services, software, other electronically delivered learning materials, and print resources) that will be acquired to ensure successful and effective uses of technology. Specify how and to what extent the district's formula funds granted under Title II D will be used in support of this grant application. **(250 Word Limit)**

Involvement of Non-Publics: In this section, the applicant must identify (a) the private schools in the areas served by the applicant, (b) the type and extent of consultation that took place during the design and development of this proposed program, and (c) the type and extent of collaboration that will occur during the implementation of the proposal. **(200 Word Limit)**

FORM 9 - Request for Mentor Service

Enhancing Education Through Technology Competitive Grant
EdTech LAUNCH I

Any system/school applying for an EdTech LAUNCH grant may request that a TLCF2001 pilot school provide mentoring service during the grant funded LAUNCH program year to the LAUNCH grantee. The applicant's grant application must outline the desired scope of services and the anticipated financial commitment in the Request for Mentor Service. Submitting a request <u>does not guarantee</u> that a mentor will be found. The state will attempt to match mentor requests with mentor candidates. The state cannot guarantee that the preferred mentor will be matched to the grantee.

After matching grantee requests to candidates, the state will notify both parties whose responsibility it shall then be to frame the working relationship and negotiate the financial terms. The grantee school/system shall be financially responsible for paying the mentor system using milestones or other appropriately negotiated remuneration terms.

☐	**NO**, our system/school DOES NOT REQUEST mentor service in the event that our LAUNCH grant application is funded. (If you select NO, do not continue with this form.)

☐	**YES**, our system/school requests mentor service in the event that our LAUNCH grant application is funded.
Outline the **Scope of Services** you request of a mentor candidate.	Scope of Services
What amount from your grant award are you **prepared to pay** for the mentor services?	$

After reviewing TLCF Pilot school programs, we have identified the following as our **TOP THREE** preferences for mentor schools **and** have indicated our rationale for each selection.

	School Name	Rationale
#1		
#2		
#3		

(If the applicant is awarded an EdTech LAUNCH I grant <u>and</u> the state is able to match the request with a mentor candidate, a copy of this request will be submitted to the TLCF mentor candidate selected by the state.)

FORM 10 - District Technology Plan Options Sheet

Enhancing Education Through Technology Competitive Grant
EdTech LAUNCH I
3-year strategic plan

Every system applying for EDTECH funding is required to submit for state certification a district technology plan that follows the federal requirements for such plans. As a component of a state-approved plan, systems must maintain a process to monitor and update the existing plan for technology.

State-certified technology plan must be on file in the Office of Applied School Technology[OAST] on, or before, April 30, 2003

District plan must satisfy conditions of federal EDTECH legislation

☐	**Option 1** Plan has been totally redone and approved during the 2001-2002 school year. 1. Submit copy of plan as approved by LEA Board (to be mailed to OAST no later than the intent to submit deadline [**December 2, 2002**]). 2. Complete/submit "Alignment to Federal Requirements" chart, (Appendix D)
☐	**Option 2** Plan will be redone prior to submission of EDTECH Competitive proposal. 1. Develop district plan that follows the template based on the list of required elements (Appendix D), which will be aligned with federal EDTECH legislation. 2. Have plan approved by LEA Board. 3. Submit approved paper copy of plan to OAST on or before **February 17, 2003**.
☐	**Option 3** Revision/development of district technology plan will be included as a part of your grant activities, and will be a condition of that award. 1. Prior to submitting EDTECH Competitive proposal, develop a detailed work plan with timeline as to process and specifics for revising district technology plan. 2. **Submit work plan with timeline to OAST with initial grant application.** 3. Attend a 1-day district technology planning workshop (if provided; dates TBA) 4. Develop a district technology plan that follows the template, which will be aligned with federal EDTECH legislation. 5. Have plan approved by LEA Board. 6. Submit to state on or before **April 30, 2003**.

FORM 11 - State Review: Criteria for EdTech Competitive Grant Application

EdTech Lᴀᴜɴᴄʜ **I**

The review team will use the charts below to determine if each applicant clearly addressed the required areas in the technology application. It is in the best interest of the applicant to use this form as a guide in writing the proposal, to ensure that all required components are clearly addressed. Once the final review is complete, this form will be available to the applicant with comments, so that areas requiring change may be easily addressed.

Name of LEA Fiscal Agent	LEA's EDTECH Formula Allocation
Check one. LEA Fiscal Agent is applying as ____a high-need LEA ____eligible local partnership	
Name(s) of Partner LEAS	Partner LEA's EdTech Formula Allocation
	$
	$
	$
	$
	$
	$
	$
	$
Title of Proposal:	
Amount of Funding Requested	**% of Funding for Professional Development**

Cover Sheet and Assurances (Forms 2 and 3)

Key Issues and Questions		Acceptable	Not Acceptable	Comments
Successful programs provide clear and accurate information. Questions to consider: • Is the information on the Cover Sheet complete? • Have the Assurances (Form 3) signed in blue ink and mailed to OAST? • Is information complete and accurate?				
Maximum Possible Score: 2 pts		Score Assigned by the Reader:		

Project Abstract (Form 4 – Project Executive Summary)

Key Issues and Questions		Acceptable	Not Acceptable	Comments
Successful programs provide a thoughtful, concise overview of the proposed program. Questions to consider: • Is the overall intent of the proposed program clear from the Executive Summary? • Does the Executive Summary provide a strong indication as to how funds be used? • Are the goals of the project clearly stated? • Does the Executive Summary provide a snapshot of the project design and/or focus areas (e.g. curriculum areas and/or grade levels will be impacted)?				
Maximum Possible Score: 5 pts		Score Assigned by the Reader:		

Contextual Background (Form 4 – Project Executive Summary)

Key Issues and Questions		Acceptable	Not Acceptable	Comments
Successful programs effectively identify the needs of the applicant(s), resources currently available to support program, and previous accomplishments with technology grant funding. Questions to consider: • Is there a compelling reason for this project? • Is there a demonstrated commitment from the LEA(s)? • How does this project impact a high-need LEA? • Does the applicant provide evidence of successful prior grant implementation?				
Maximum Possible Score: 5 pts		Score Assigned by the Reader:		

Accountability Measures/Evaluation Chart (Form 5)

Key Issues and Questions		Acceptable	Not Acceptable	Comments
Successful programs have a detailed description of the process and accountability measures that will be used to evaluate the extent to which activities funded under this subpart are effective in (1) integrating technology into curricula and instruction, (2) increasing the ability of teachers to teach, and (3) enabling students to meet challenging state academic content and student academic achievement standards. Questions to be answered: • Does the application include at least three performance indicators for each of the three performance goals? • Are specific performance targets given for each performance indicator? • Does each performance target have an appropriate data source, collection method, and timeline for collecting data?				
Maximum Possible Score: 30 pts		Score Assigned by the Reader:		

Strategies Chart (Form 6)

Key Issues and Questions		Acceptable	Not Acceptable	Comments

Successful programs have a detailed process for ensuring that performance goals will be met.
 	
Questions to consider:
• Does the application contain a specific timeline and reasonable process that will ensure that program goals will be met?
• Do the identified actions and strategies focus on the needs of the high-need LEA school?
• Do the identified actions and strategies speak to strategies required by the EDTECH legislation and minimal components defined in LAUNCH 1 competitive award?
   o Does the proposal identify the school that will be the EDTECH LAUNCH 1 School?
   o Is there an appropriate certified teacher identified to serve as the technology coach in the identified school in full-time capacity?
   o Is there a compelling reason for wanting to establish a technology coach at the particular school?
   o Is there a description of how the principal(s) will participate in the program? Are the principal(s) scheduled to participate in the Gates Leadership program?
   o Is there evidence that the professional development program will be sustained and on-going?
   o Do the uses of technology transcend drill and practice, testing mechanisms, and integrated learning "systems"?
   o Are program activities designed to assist teachers and administrators in implementing new instructional strategies?
   o How will there be ongoing involvement, collaboration, and cooperation between the technology coach and a pilot/mentor school?
   o Who will attend orientation and training sessions provided by OAST?
   o Are the reflective journal, best practice and student technology literacy constructs worked into the program strategies?
• Is a specific time of implementation and completion identified for each activity/strategy?
• Is each strategy/action correlated with one or more performance indicators?				

Maximum Possible Score: 35 pts		Score Assigned by the Reader		

Description of Technologies (Form 7)

Key Issues and Questions		Acceptable	Not Acceptable	Comments
Successful programs effectively identify the technologies necessary to support the program. Questions to answer: • Is there a complete list and description of the type and costs of the technologies to be purchase? • Are there specific provisions for interoperability among components of such technologies?				
Maximum Possible Score: 2 pts		Score Assigned by the Reader:		

Convergence of Resources and Involvement of Non-Publics (Form 8); Request for Mentor Service (Form 9)

Key Issues and Questions		Acceptable	Not Acceptable	Comments
Successful programs begin with a base of collaboration. Questions to answer: • How will activities carried out with funds provided under this grant be coordinated with technology-related activities carried out with funds available under other Federal, State, and local sources? • How will other resources, including TLCF mentoring, be used to ensure successful and effective uses of technology? • Does the application include a detailed listing of the private schools in the area served by the applicant? • Does the application detail the consultation that took place with the non-publics during the planning process? • How will ongoing involvement, collaboration, and cooperation with non-publics be ensured?				
Maximum Possible Score: 4 pts		Score Assigned by the Reader:		

District Technology Plan Options (Form 10)

Key Issues and Questions		Acceptable	Not Acceptable	Comments

Successful programs are aligned with a District technology plan that is consistent with the state technology plan.
 	
Questions to answer:
• Has an option been chosen?
• If Option 1 – has a complete copy of the technology plan with the "Alignment to Federal EdTech Legislation" chart been mailed to OAST?
• If Option 2 – has the district plan been aligned with federal EDTECH legislation, approved by LEA Board and mailed to OAST on or before February 17, 2003?
• If Option 3 – has a work plan with timeline been mailed to OAST on or before grant application deadline?
   ○ Timeline should include: commitment to attend 1-day district technology planning workshop (if offered); range of dates to develop plan; and proposed submission date to LEA Board.
   ○ District Technology Plan must be received by mail at OAST on or before April 30, 2003.				

Maximum Possible Score: 2 pts		Score Assigned by the Reader:		

Budget Forms and Narrative

Key Issues and Questions		Acceptable	Not Acceptable	Comments
Successful programs allocate adequate resources to achieve program goals in an appropriate manner. Questions to answer: • Is the allocation of resources consistent with program goals and objectives? • Are expenditures justified? • Are forms complete? • Are plans appropriate? • Are at least 40% of the funds allocated to ongoing, sustained, and intensive, high –quality professional development?				
Maximum Possible Score: 15 pts		Score Assigned by the Reader:		

Score Sheet Summary

Section	Maximum Possible Points	Points Assigned by Reader
Cover Sheet and Assurances	2	
Project Executive Summary and Contextual Background	10	
Accountability Measures/Evaluation Chart	30	
Strategies Chart	35	
Description of Technologies to be Acquired	2	
Convergence of Resources and Involvement of Non-Publics	4	
District Technology Plan Options	2	
Budget Forms and Narrative	15	
TOTAL		
Other Criteria for Consideration: • **Urban/Rural Distribution (NCES Rural/Urban code)** • **Size of Formula Allocation to LEA** • **Focus on High-Need (School's STaR chart scores (Item 13, Form 2))**		
TOTAL		
I certify that the scores on this page reflect my unbiased and objective judgment of this application.		
Signature of Reviewer		Date